

#07-12
12/12/2006



**** CAREER OPPORTUNITY ****

UNITED STATES DISTRICT COURT, SOUTHERN DISTRICT OF TEXAS

Position Title: Supervising U.S. Probation Officer

Location: Houston, Texas

Closing Date: 12/29/2006

Salary Range: \$66,541 - \$127,832 (CL-29/30)*
*Salary Commensurate with Qualifications

MINIMUM QUALIFICATION REQUIREMENTS:

Three years of progressively responsible specialized experience, with at least one year at the CL 28 level or its equivalent, or five years of progressively responsible specialized experience, with at least one year at the CL 29 level or its equivalent to qualify for the CL 30 position, in the investigation, counseling and guidance of offenders in community corrections, or in closely allied fields. (Educational substitution may be credited at the rate of one year experience for 30 hours of graduate work in one of the social sciences; or two years experience credit for completion of a master's degree or 60 hours of graduate work in one of the social sciences).

Persons interested in being considered for this position should submit a resume to the U.S. District Clerk's Office, P.O. Box 61010, ATTN: Terry Thomas, Houston, Texas 77208, on or before December 29, 2006, at 5:00 p.m. Resume should include personal data, education, and experience.

The probation office reserves the right to withdraw this position vacancy based on any unforeseen budgetary or workload fluctuations.

DUTIES:

A supervising probation officer performs duties such as the following:

1. Assigns and schedules all investigation, supervision, and other case work to officers under his/her supervision.
2. Reviews and evaluates all work in the unit including presentence investigation reports, case records, and correspondence to insure maintenance of service delivery and adherence to existing policies, procedures, and guidelines.
3. Confers regularly with probation officers; provides direction and assistance to the officers on improving investigative, supervision, and writing skills. Assists probation officers in meeting the needs of clients with complex problems and circumstances; provides leadership in development of sentencing alternatives, utilization of community resources, and application of professionally sound case management principles.
4. Determines the adjustment of individuals under supervision in consultation with the assigned probation officer; assists in decision making for recommendations for early termination, extension of supervision, and probation revocation; approves all recommendations to the court or U. S. Parole Commission for issuance of a warrant or summons for revocation, early termination, etc.
5. Assures continuing staff development by planning and implementing orientation and in-service training, holding individual staff conferences, and increasing levels of responsibility in assignments.
6. Assumes the responsibility for case handling of emergency situations in the absence of probation officers.
7. Conducts unit staff meetings to identify performance and operational problems, and to develop appropriate solutions.
8. Evaluates the performance of the probation officers in the unit on a systematic and regular basis.
9. Responsible for staff relationships and morale within the unit, encouraging loyalty and enthusiasm; maintains a supportive atmosphere for staff utilization of management personnel and resources.
10. Serves as a major communication catalyst and link between line staff and the administration, assuring implementation of administrative direction while concurrently providing information to the chief probation officer for future administrative action.
11. Participates with the chief probation officer and other administrative staff in development of programs and policies to increase the effectiveness of the office.

12. Supervises particularly difficult or highly sophisticated offenders as may be required.
13. Conducts and completes presentence investigations and other reports on unusually sensitive or complex criminal cases as may be required.
14. Develops understanding and cooperative relationships with other law enforcement and community service agencies.
15. Explains probation, parole, and other correctional services to public and civic groups.
16. Supervises the field travel to include review and approval of all travel vouchers of officers in the unit.
17. Occasionally, supervising probation officers may perform the duties of a probation officer.
18. Performs related duties as required by the chief probation officer.